



Staff Counsel – Legal Office
Final Filing Date: 06/30/06 or until filled

Range A - \$4520.00 ~ Range B - \$4524.00 - 4968.00
Range C - \$5453.00 - 6594.00 ~ Range D - \$6138.00 - 7571.00

The Victim Compensation and Government Claims Board, formerly known as the Board of Control, is presently located on the mall at 630 "K" Street. We are scheduled to move to 400 "R" Street in November of this year. To find out more about our department you can access our website at www.vcgcb.ca.gov.

POSITION SUMMARY:

Staff attorneys provide general legal advice to the department. They also act as hearing officers for appeals under the Victim Compensation Program, bid protests, and claims filed by erroneously convicted felons. Under the general direction of the Chief Counsel the incumbent's work may include:

- Providing legal advice in personnel matters and on labor relations issues.
- Providing legal advice to the department's different program areas including the Victim Compensation, Government Claims and Restitution programs;
- Conducting administrative hearings for the Victim Compensation Program and drafting proposed decisions;
- Conducting administrative hearings for bid protests and drafting proposed decisions.
- Providing legal advice to the department's different program areas, including the government claims program.
- Reviewing Interagency Agreements and State Contracts.
- Assisting the Office of the Attorney General and acting as the department liaison in defending litigation against the department, including petitions for writ of mandate; and
- Providing legal counsel to the department on matters relating to the disclosure of information, including responses to requests submitted under the Public Records Act and responses to subpoenas.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Membership in the California State Bar;
- Strong interpersonal skills, and the ability to work with staff and the public at all levels;
- Clear and effective oral and written communication skills; and
- Ability to work independently and in a team setting.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Experience with administrative adjudicatory bodies;
- Experience with state contracting process;
- Experience with civil litigation; and
- Familiarity with the Public Records Act and Information Practices Act.

WHO MAY APPLY:

Current Staff Counsel or attorneys eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit two writing samples. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources
P.O. Box 48
Sacramento, CA 95812-0048
Email: rjones1@vcgcb.ca.gov
(916) 324-3252

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **